

Miami-Dade County Elections Department
Guidelines to Successful Campaign Treasurer's Reports
(Per Chapter 106, Florida Statutes)

Contributions

- All Contributions must have complete itemized information including the date, name, complete address, occupation (if over \$100.00) and dollar amount.
- Contributions entered must fall within the time period covered by the report.
- Contributions to candidates are limited to \$500 per election, per person. There is no contribution limit for political committees supporting or opposing only issues. The maximum cash contribution per election is \$500.00.
- For reporting purposes, a credit card, debit card, money order, or Paypal contribution is considered a check and it has a limit of \$500.00.
- A cashier's check is reported as cash and it has a limit of \$50.00.
- Contributions collected via Paypal or a third-party vendor to collect contributions must be reported in full (transaction fees are not deducted from the contribution amount, but rather reflected as an expenditure).
- Occupation needs to be specific. Do not use Businessman/woman, Business Owner, Sales, Salesman/woman," etc. Examples of acceptable occupations include Car Sales, Printing Shop Owner, Bank Manager, Attorney, etc.
- The person signing the check is the contributor, except for a company check that is a "Business" entity.
- In-kind contributions are also limited to \$500 per election, per person.

Expenditures

- All expenditures must have complete itemized information including the date, name, complete address, purpose of expenditure, and dollar amount.
- Expenditures entered must fall within the time period covered by the report.
- A reimbursement from the campaign account is allowable directly to an individual/organization that has incurred approved expenses on behalf of the campaign. The report must include the full name, full address, specific purpose, and amount of reimbursement. Campaign accounts should not provide a direct payment to the credit card of an individual/organization as a form of reimbursement.
- Poll workers should be paid with a campaign check and itemized for each poll worker who is paid.
- Fees assessed by Paypal or a third-party vendor to collect contributions must be reported as expenditures (not deducted from the contribution amount).

Petty Cash

- The Petty Cash Withdrawn limit is \$500.00 per calendar quarter prior to qualifying. Thereafter, it is \$100.00 per week.
- It shall be spent only in amounts less than \$100 and only for office supplies, transportation expenses and other necessities.

- The Petty Cash Withdrawn must be reported in the period that was withdrawn from the bank.
- The Petty Cash Spent must also be reported in the period that it was spent. When it is described as Petty Cash Spent, it will not impact the Total Expenditures for the period, only when it is withdrawn.
- Petty Cash Withdrawn and Petty Cash Spent must equal at the end of the campaign.

Notices

- You will be notified of any deficiencies or violations.
- Typical violations include late filing, fine due, and incomplete information on a campaign report.
- ***Following these guidelines will reduce notices sent to you and thus the number of amendment reports that will need to be filed.***

Amending a Report

- To make any changes to a submitted report, click on the "amend" button of Original Report to create an Amendment Report.
- In the Amendment Report, first click on the type of transaction to amend (i.e. "Enter Contributions", etc):
 - To add new item, add a new sequence.
 - To amend existing item, click "Amend Item from Orig Report" to view list of all items previously submitted. Click on desired sequence, enter edits, and click submit. This will display two transactions (one to "delete" original and one to "add" new item).
 - To delete existing item, click "Amend Item from Orig Report", click on desired sequence, and just click submit. This will display two transactions (one to "delete" original and one to "add" new item). Delete "add" sequence, leaving only "delete" sequence.

Fines

- Fines assessed to candidates must be paid from candidate's personal funds.
- Fines to political action committees, committees of continuous existence, electioneering communication organizations, and "independent expenditures over \$5,000" are to be paid from their campaign account.
- Fines must be paid to the filing officer within 20 days after receipt of the notice of payment due, unless an appeal is made to the Florida Elections Commission within 20 days after receipt of the notice of payment due.
- Please reference Florida Statute 106.07(8)(b) for fine amounts.

Termination Report (Applicable only to Candidates)

- At the end of the Campaign, the "Total Contributions to Date" and "Total Expenditures to Date" on the Termination Report must equal; and, the campaign account must be closed.